

<b>Policy Number:</b>	<b>1.3.3 Governance and Board Policy Notices, Motions and Monitoring Report Formats</b>
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**Relevant Statutory /**

**Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

Governance and Board Policy notices, motions and the monitoring of Governance and Board Policy implementation are vital tasks and Board roles in support of the Governance Model and Board of Directors roles.

**1. Board Policy Vote Notices**

- 1.1. The Board Chair and / or Principal is to notify all current Directors of the Board of any Governance and Board Policy motions a minimum of five (5) calendar days prior to the Board meeting at which the motion is to be discussed and voted on by the Board.
- 1.2. Notification of a Governance and Board Policy motion for Board consideration can be provided by mail, email, Director of the Board meeting packages or any other means approved by the Board of Directors.

**2. Governance and Board Policy Motions**

New and amended Governance and Board Policy recommendations put forward for Board of Director consideration are to have the following components as relevant:

- 2.1. Governance and Board Policy title and index number if a Board Policy exists.
- 2.2. Brief description of the Governance and Board Policy need and focus.
- 2.3. Governance and Board Policy statement that defines the intent, direction and specific requirements.
- 2.4. Identification of key performance indicators, outcomes, measures or specific strategies the Board wishes to be implemented within the context of the Governance and Board Policy.

- 2.5. Identification of the Monitoring Report requirements of the Principal and / or others in regards to time/frequency, content, etc., consistent with funder, regulatory and statutory requirements as applicable.
- 2.6. Next projected review date.

### **3. Monitoring Reports**

The following points detail Monitoring Report content requirements for Governance and Board Policies:

- 3.1. Each Board Policy will have monitoring report requirements identified or a statement indicating one is not required.
- 3.2. The Principal will be responsible for the development of monitoring reports for Board Policies, projects and directions as prescribed by the Board of Directors, within the timelines identified within the Board policy or as directed by the Board of Directors, and based on the content outlined in the Board Policy.
- 3.3. The Board of Directors can receive monitoring reports on a circulation only basis with only questions at Board of Director meetings, or via circulation with a presentation to the Board of Directors as determined by the Board of Directors.
- 3.4. If the Principal is unable to provide a monitoring report as prescribed within a Board Policy, the Board of Directors are to be advised at either a regular or special Board of Directors meeting prior to the required timeline, with a rationale provided.

### **4. Monitoring Reports are, at a minimum, to have the following components:**

- 4.1. Board Policy number, title, reporting requirements and brief description.
- 4.2. Results, outcomes, etc. for the reporting period with analysis and rationale.
- 4.3. Future strategic perspectives that could influence the Board Policy over the next reporting period and beyond, such as emerging funder directives, demographic and sector trends, etc.
- 4.4. A recommendation as to whether the Board Policy itself does or does not require further Board of Director reconsideration with rationale.

### **Monitoring**

1. Implemented at all regular and special Board meetings.
2. Included in Vice Chair's annual Governance Report